

United States Attorney's Office for the District of the Virgin Islands
Operational Diversity Management Plan
July 15, 2011

Office: United States Attorney's Office for the District of the Virgin Islands (USAO DVI)

Date: July 15, 2011



Certified by Component Head



Signature of Diversity Chair

Point of Contact: Elizabeth Galinski, Administrative Officer (AO)

Section I

Please see attached

Section II

The USAO VI Diversity Committee is comprised of the following:

Kim Chisholm, Chair (SLC)
Rhonda Williams-Henry (AUSA)
Alphonso Andrews (Supv AUSA)
Elizabeth Galinski (AO)
Marva Pickering (Supv Admin Servs Spec)
Ms. Ingrid Richardson, Disability Point of Contact (Branch AO)

Categories 1-6, below, align with the categories identified within Sections III and IV of the guidance provided for developing Preliminary Plans.

Category 1 - LEADERSHIP COMMITMENT AND ORGANIZATIONAL INFRASTRUCTURE

The United States Attorney's Office (USAO) for the District of the Virgin Islands has programs and policies currently operating for the excepted service that support the principles of

the 2001 Eight-Point Plan and the Guiding Principles for Operational Diversity Management Plans dated April 22, 2011.

The USAO management team fosters an environment in which cultural diversity is valued and understood by holding supervisors and management strictly accountable for EEO implementation.

With guidance from JMD, the USAO has incorporated a performance measure related to diversity and inclusion in supervisor performance work plans. JMD has developed a standard element for SES work plans and the USAO has included it in SES work plans.

The USAO conducted an analysis of the USAO's workforce demographic and occupational profile to determine appropriate areas of focus.

The USAO has not yet developed a Diversity Committee Charter or By-Laws but will endeavor to do so within the next few weeks.

Category 2 - RECRUITMENT AND EFFORTS TO HIRE PERSONS WITH DISABILITIES, INCLUDING PERSONS WITH TARGETED DISABILITIES

The USAO commitment to hire, promote and provide accommodations to persons with disabilities is reflected in its recruiting policies and strategies. The USAO has designated Ms. Ingrid Richardson, Branch Administrative Officer, to be the Reasonable Accommodation Coordinator. Ms. Richardson has been provided appropriate EEO and HR training. Ms. Richardson presents to the staff at meetings and forwards information via e-mail to remind employees of the procedures necessary to request reasonable accommodations.

The USAO has facilitated training for hiring managers on how to recruit, hire and promote persons with disabilities.

The USAO follows established policy and procedures for providing reasonable accommodations and ensuring compliance with Section 508 of the American with Disabilities Act.

Reasonable accommodations have been provided to an attorney who suffered a severe knee injury and to an attorney who requires positional changes due to an existing lumbosacral condition.

Category 3 - RECRUITMENT

The USAO remains committed to diverse DOJ attorney recruitment. The USAO ensures all vacancy announcements include and are distributed as widely as possible. The USAO also posts its attorney, law clerk and summer law intern vacancies and other employment opportunities on a web page accessible via link through the DOJ's web site. The vacancy announcements are also distributed to the USAO, University of the Virgin Islands, the Virgin Islands Department of Labor, and ads are placed in the Virgin Islands Daily News. The USAO will endeavor to post its attorney vacancies on its district web page as well.

The USAO utilizes established Departmental outreach distribution networks with consultation from JMD/EEOs and/or EOUSA/EEO. Separate vacancy announcements are issued when considering Delegated Examining (DEU) and Merit Promotion (MP) applicants. The USAO utilizes the Student Educational Employment Program (STEP) to provide Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students.

The USAO assesses the effectiveness of current recruitment and outreach practices and creates plans to refine and expand efforts.

The USAO will endeavor, with guidance from JMD, to collect and analyze voluntarily submitted applicant demographic data to help determine effectiveness of outreach efforts.

The USAO has engaged in recommended effective practices. In July 2011, as it has in the past, the USAO is sending lawyers to the National Black Prosecutor's Association Convention to recruit individuals from diverse groups by participating in the job fair. The USAO also undertakes outreach efforts by conducting career opportunity presentations at local career fairs and presentations at the local Girls and Boys Club. Vacancies are also distributed to the USAO Staff, USAJobs, University of the Virgin Islands, Department of Labor, and ads are placed in the Virgin Islands Daily News, a newspaper widely distributed.

Category 4 - HIRING

The USAO ensures that all hiring is conducted in accordance with EEO principles and legal requirements.

The USAO facilitates and requires training on merit system principles and effective interview practices for all supervisors and individuals participating in the hiring process.

The USAO assesses hiring practices and the resulting diversity in the USAO demonstrates the efforts.

Category 5 - PROFESSIONAL DEVELOPMENT AND RETENTION

The USAO utilizes incentives such as relocation expense reimbursement, tuition reimbursement, and home leave as recruitment incentives to attract qualified candidates.

The USAO provides an orientation program for all new employees. All Administrative and Support Staff personnel develop an individual development plan with their supervisors to ensure they are mentored, cross trained, and receive the training necessary to perform their duties and reach their full potential.

The USAO assesses professional development needs and practices and conducts informal progress reviews with employees at all levels to discuss performance objectives, goals, and exchange feedback regarding workload, accomplishments, performance, teamwork, and developmental opportunities. Administrative and Support Staff personnel develop an individual development plan with their supervisors to ensure they are mentored, cross trained, and receive the training necessary to perform their duties and reach their full potential.

The USAO has a mentoring program to support knowledge management and the professional development of all employees, including new supervisors and members of the SES.

The USAO forms teams to foster skill development and relationship building. Experienced attorneys are often paired with less experienced attorneys, and paralegals and legal assistants often are paired for assignments.

USAO managers ensure that DOJ/OPM performance management strategies are implemented effectively by issuing accurate performance work plans, setting goals, planning work, developing employee skills, giving appropriate feedback during progress reviews, and providing training so employees can reach their goals. Supervisors also provide timely and appropriate recognition with performance awards, Time-Off awards, On-The Spot, and Special Act awards. A Merit Promotion employee was recently promoted on June 6, 2011.

All employees are asked to complete an exit interview that provides important feedback regarding the USAO working environment, management structure, and pay and compensation issues;

Category 6 - TRANSPARENCY AND SUSTAINABILITY

The USAO communicates diversity efforts regularly to employees through e-mail and video links.

The management team ensures that all employees receive timely and accurate information regarding USAO operational, policy, and staff changes during full staff meetings and via email. All supervisory employees have open door policies to encourage communication between employees and supervisors.

The USAO engages in recommended practice to include posting all approved management policies and procedures, including those regarding leave, awards, training, professional development, on the district's web page.

GOALS AND STRATEGIES

Our organization's vision and strategies for accomplishing the goals of the Operational Management Plan include the following:

1. To recruit, hire, and retain the best diverse lawyers and to create a diverse work environment where good lawyers will thrive;
2. To broaden the applicant pool by recruiting broadly, e.g., through disability-serving, minority-serving, and veteran organizations. The USAO's relationship with local community groups has been positively enhanced by the efforts of the staff's participation in community training events, career fairs, and outreach programs. It is our hope that this positive relationship will continue to promote employment with the Department of Justice and the USAO and broaden our applicant pool;
3. To utilize EOUSA's OLE and JMD/EEO to assist in creating and administering mandatory and developmental diversity training for supervisors.
4. To create more merit promotion and growth positions to create a more diverse workforce, address changing mission requirements, and succession planning. The USAO fosters the rotation of supervisory positions where appropriate.
5. To inform employees of our diversity goals and efforts. We hold Special Emphasis Program Events during the year to promote a work environment where diversity thrives and grows. We will tailor our strategy to include training the employee staff on the USAO's

diversity goals and efforts on a wider scale.

6. To ensure that progress is sustainable and continuing, the USAO has formed a Diversity Committee to promote diversity employment within the USAO.